

## 5. ADMINISTRATIVE SERVICES, POLICIES, AND PROCEDURES

### 5.1 COMMUNICATIONS

#### 5.1.1 Access to Public Records

The Archivist has been designated as the custodian and deputy custodian of all public records maintained at the University of Wisconsin-Superior. Requests for records may be made directly to the administrative office maintaining the records, during normal office hours. Records which are readily available will be provided promptly. If an extensive search is required, the person making the request will be notified of costs. Copying charges are made at our cost per page. If the request is to mail copies of records, mailing, processing and copying charges will be made. Should the total charge exceed \$5.00, a prepayment is required.

Clarification of campus policy or appeals should be directed to the Archivist, Jim Dan Hill Library.

#### 5.1.2 Bulletin Boards and Display Cases

Bulletin boards and display cases are the responsibility of the various Departments, centers, administrative offices and student associations. Department chairs have the authority to post materials on the bulletin boards within the areas for which they are responsible. Individuals, organizations or offices wishing to post notices on bulletin boards other than those assigned to them must obtain permission to do so from the responsible offices.

Meeting notices and other official University announcements or notices will be posted on the two official notice boards located (1) on the second floor of Old Main by Room 204 and (2) in the concourse of Rothwell Student Center.

#### 5.1.3 News, Announcements, Publications

Faculty appointments, research, student projects, new academic programs, and campus-wide events are among the types of information disseminated by University Relations. Individuals are encouraged to forward news from their area and as they plan events so that publicity time lines may be established in advance.

University Relations also is the center for University printing. Due to requirements of local and state contracts, lead time of three weeks to two months may be required for the printing of some projects. Contact the print manager when planning complex printing jobs. University Relations staff also take photographs for internal publications.

University Relations maintains a Visual Identity System for the faculty and staff to reference when using the campus name, image or logos. Individuals are encouraged to seek counsel on the visual images they project on behalf of the institution, and to follow the Visual Identity System in production of such images.

The University Bulletin is published by University Relations. To submit information to The Bulletin, send e-mail to [bulletin@staff.uwsuper.edu](mailto:bulletin@staff.uwsuper.edu). In accordance with the Open Meeting Law, notices of meetings of University related bodies are to be published in the UW-Superior University Bulletin (for the week in which the meeting is to be held).

#### 5.1.4 Signs

Signs will conform with the written Campus Signage Policy, copies of which are available from Facilities Management.

Name signs may be obtained by submitting a work order to Facilities Management for desk or wall display.

#### 5.1.5 Telephones

Telephones are provided for the use of faculty and staff members. Classes of service include State Telephone Service (STS), local and campus. Charges for phone calls are accrued to the office from which the call is placed. A charge will apply on all directory assistance calls. University personnel should attempt to place calls without resorting to directory assistance.

Instruction on the use of the telephone system can be found in the University Directory. Any questions not answered by these sources can be referred to the University operator.

On-campus extensions are reached by dialing the four-digit extension number. No charge is made for on-campus calls. Local calls (Superior-Duluth) are made by first dialing "9" and then the desired number.

Personal calls on the STS long distance lines are illegal under state and federal laws.

### **5.1.6 Copy Center**

The Copy Center provides copying, binding (both punch with spiral and heat thermabound binding) and various other services for both administrative and instructional purposes. The Copy Center is located in Rothwell Student Center.

### **5.1.7 Mail Services**

Main deliveries and pickup are made daily. Bulk mailing, UPS services and labeling in zip code order is also provided. For outgoing off-campus mail, zip codes, and the name and Department of the sender are required.

## **5.2 COPYRIGHT POLICY**

### **5.2.1 Permission**

Copyright, Ownership and Use of Instructional Materials is delineated in the UW-System General Policy Statement. Materials subject to copyright include: books, journal articles, texts, glossaries, bibliographies, theses, study guides, laboratory manuals, syllabi, tests and proposals; programmed instructional materials, lectures, musical or dramatic compositions, and unpublished scripts; films, film strips, charts, transparencies, and other visual aids; video and audio tapes and cassettes, live video or audio broadcasts, and computer programs.

It is the policy of the University that copyrightable materials belong solely to the author, artist, or other creator.

In situations where the interested parties expect copyrightable materials to evolve, the creation of a written agreement shall be considered. Materials produced with substantial University support or during released time shall be the subject of a written understanding or agreement between the author, artist, or other creator, and the Chancellor or his/her designee, that equitably determines copyright and ownership rights. If the University chooses not to copyright materials to which it has a right, the faculty member may do so in his/her own name if he/she wishes. The University may copyright these materials when it is agreed upon by the interested parties that such protection is appropriate. Whenever copyrightable materials are produced with extramural support, the agreement with the extramural sponsor shall determine the copyright and ownership rights of the parties.

Faculty are responsible for the clearance of previously copyrighted materials which are included in recorded materials. The University will provide guidelines, release forms, and legal assistance as needed.

Faculty are responsible for compliance with the copyright law and clearance of materials which they reproduce and use in instructional settings.

### **5.2.2 Computer Software Use Policy**

1. The University of Wisconsin System legally licenses the use of computer software from vendors and developers. It does not normally own this software or the related documentation. Unless specifically authorized by the vendor or developer, no individual has the right to copy this software or documentation for educational or other purposes.
2. University of Wisconsin System employees also acquire computer software on their own and not through the University of Wisconsin System that they may wish to use on University equipment.
3. The University of Wisconsin System does not require, request, or condone unauthorized copying or use of computer software. Such unauthorized copying or use is not considered to be within the scope of employment.
4. All employees (unclassified, classified, limited-term, student, or contract temporary) shall use software only in accordance with the applicable license agreement. Only software used in accord with the applicable licensing agreement shall be run on University equipment.

5. Violations of this policy are to be reported to the supervisor/Department chair, or the chancellor's office.
6. According to U.S. Copyright Law, illegal reproduction of software can be subject to civil damages and criminal penalties, including fines and imprisonment. University employees who knowingly or willfully make, acquire, or use unauthorized copies of computer software are subject to disciplinary action up to and including dismissal, consistent with the provisions of Chapters UWS 4, 6, 11, 13, or 17, Wisconsin Administrative Code, as appropriate.
7. If the University of Wisconsin System is sued or fined because of unauthorized copying or use by its employees, it may seek repayment from the individuals for associated costs. If an individual is sued in a civil action alleging that he or she has made or used a copy of computer software without authorization, liability protection under Wisconsin Statutes applies when an employee is operating within the scope of his or her employment responsibilities. Each case will be evaluated on its own merits. In the event of a claim of unauthorized copying or use of computer software, therefore, the university must evaluate facts associated with the particular claim to determine if the employee is acting within the scope of employment, for purposes of extending the state's liability protection.

### **5.3 EMERGENCIES**

#### **5.3.1 On-Campus Emergencies**

In the case of emergency, contact the office of Campus Safety at Ext. 8114.

#### **5.3.2 Bomb Threat Procedures**

Bomb threat procedures are designed to ensure reasonable protection for all University personnel and students. These procedures are not intended to in any way restrict the administrator from evacuating a building in any other situation he/she deems advisable.

1. It is the policy of the University to utilize all possible means in the apprehension and conviction of those persons engaged in campus bomb threats. This will be carried out to the fullest extent of the law.
2. In most cases bomb threats will be received by telephone. For this reason it is necessary for all personnel handling incoming calls to familiarize themselves with the procedure used to acquire and convey bomb threat information. If the call is received by the University switchboard, the operator will acquire and transmit the information. It is most important that as much information as possible be acquired from the caller and that this information be immediately transmitted to Campus Safety.
3. If time permits all bomb threats must be followed by a thorough search of the building(s) or area. This search will be conducted by State employees who have volunteered and who have received special training in proper bomb search procedures.
4. Administrative personnel, faculty and academic staff members will be used in the initial examination of their particular work area in the reporting but not disturbing of objects that could possibly be bomb devices. Any strange objects must be reported immediately to Campus Safety. This initial examination will be completed in sufficient time to evacuate the building or area if necessary prior to expected detonation.
5. After a thorough bomb search without discovery of such a device, the Chancellor or in his/her absence the Director, Facilities Management, in consultation with University Campus Safety will determine whether to implement a mandatory evacuation. If a decision to evacuate is made, the evacuation will be carried out according to the procedures outlined in the Emergency Evacuation Plan. When possible, all exit routes must be thoroughly searched prior to any evacuation even though only minimal time may remain before the expected time of bomb detonation. This search will be carried out by the trained search team when possible.
6. Building occupants should be instructed to take their personal belongings with them and to assemble at least 300 feet from the building.

7. No person will be allowed to remain in the building at her/his own risk except those designated as search party personnel. Any exceptions must be specifically authorized by University Campus Safety or the ranking administrative officer in charge. University personnel or students failing to obey a building evacuation order may be subject to disciplinary action.
8. The threatened building(s) or area may be reopened one-half hour after the expected time of detonation or after a thorough search indicates the building(s) to be safe.

### 5.3.3 Emergency Evacuation Plan

**Signal:** The signal for an emergency evacuation will be the sounding of the fire alarm bell. The alarm will be sounded only in the buildings to be evacuated. For an institution-wide alert, all alarms will be sounded.

**Action:** All students and staff members will evacuate the building(s) and move at least 300 feet from the building(s). Security and custodial staff will either lock or guard the doors to the building(s) which have been evacuated to preclude the entrance of unauthorized individuals. Volunteer trained members of the security and facilities management staff will search the building as required. The alert will be terminated in conference between the Director of Campus Safety and the Chancellor, or in his/her absence, Director, Facilities Management.

**All Clear:** The all-clear signal will be given by uniformed University police officers through a portable public address system. At this time the building(s) may be reentered.

**Communications:** The Director of the Facilities Management will station designated physical plant staff outside the building(s) which have been evacuated. These people will be equipped with walkie-talkie radios and the Superior-Douglas County radio control center.

**Health and Safety:** The health staff will remain in Sundquist Hall during the alert unless the alert includes that building. In that case, the Health Office staff will move to an area adjacent to Barstow Hall where a vehicle will be available together with radio and telephone communications.

**Building Coordinators:** Designated individuals are charged with the responsibility for coordinating security and supervising emergency evacuations from their buildings. The building coordinator for each residence hall will be the Head Resident and in her/his absence the Senior RA.

### 5.3.4 Fire

These procedures are to be followed in the event of a fire:

1. Immediately sound the alarm to evacuate the building.
2. Call the Fire Department: 911. It is important that this call be placed as the alarm does not alert the Fire Department.
3. After steps A and B have been completed, attempts may be made to bring the fire under control using fire extinguishers, provided this seems feasible.
4. If evacuation becomes necessary the following procedures should be followed:
  - Close windows.
  - Close door, but do not lock it.
  - Leave the building.
5. Occupants of a building that has been evacuated because of a fire threat may not reenter that building without the permission of Fire Department officials.

### 5.3.5 Procedures for Curtailment of Normal Operations

In the event of unusually bad weather conditions, such as a snow or ice storm, the Chancellor, or his/her designee, will consider curtailment of normal university operations. Two levels of curtailment are possible: 1) cancellation or postponement of classes and 2) closing of the campus.

Employees are asked not to call University Campus Safety in the event of bad weather conditions. Updated information will be available on the Weather Hotline, 394-8400.

Information on curtailment of classes will be communicated by the Chancellor, or his/her designee, to University Relations, who will communicate with the broadcast media. Cancellation of classes, or delay in starting of classes, will be broadcast on local radio and television. Instructional staff with evening and off-campus teaching responsibilities should establish a telephone network to inform students of class cancellations or prepare a voice mail message for students to access.

Information on closing of the campus will be communicated by the Chancellor through the respective Administrative Officers and their designees to all staff.

Unless informed otherwise by an appropriate supervisor (or designee), staff should assume that the university is "open" and make a reasonable effort to get to work on time, even if classes are canceled, or the media reports that the campus is "closed". Supervisors should be contacted directly at the office or at home when it is not possible to get to work on time or at all.

When the University is closed, staff should not report to work unless explicitly called in to meet some operational need or emergency situation.

When work time is "lost" by a classified employee because of inclement weather, payment for or scheduling of "make-up" time will occur in accordance with the civil service and/or labor agreement language appropriate for each employee group.

## 5.4 FACILITIES

### 5.4.1 Assignment and Reservations

The use of classroom facilities for regularly scheduled academic activities is made through the Registrar's Office. Procedures for reservation of University facilities for special programs are given below. There are separate regulations for the use of University facilities by outside organizations.

### 5.4.2 Holden Fine and Applied Arts Center

Anyone interested in the use of classrooms, other facilities or equipment in the Holden Fine and Applied Arts Center should contact the office of the appropriate department chair, to determine availability and to obtain the proper request form.

### 5.4.3 Thorpe Langley Auditorium Regulations

Anyone interested in the use of Thorpe Langley Auditorium, stage, or equipment should consult Facilities Management for reservation information.

### 5.4.4 Kathryn Ohman Theater

Kathryn Ohman Theater is the auditorium designated by the University as having film and video tape showing as its function following its use as a classroom. In addition, it provides space for multi-purpose events requiring an auditorium. Requests for non-University events may be made in accordance with operating policies.

Priorities for the use of the auditorium are as follows:

1. University classroom use
2. University curricular film events
3. Art, Communicating Arts and Music film events
4. Art, Communicating Arts and Music events
5. University events
6. University-affiliated organization events
7. Friends of the University organization events
8. Non-University organization events

When events of an equal priority have a booking conflict, the Kathryn Ohman Theater will be booked on a first-come, first-served basis. Requests for use should be made through the Computing and Media Services.

#### 5.4.5 Recreational Facilities

The following areas may be used by students, faculty and staff at scheduled times. A minimal fee will be charged to faculty and staff for the use of some of the facilities:

- Four outdoor tennis courts
- Arena - Basketball, Volleyball, and other recreational sports
- Swimming Pool
- Dance Studio
- Fitness Center
- Soccer Fields
- Outdoor Track

A current I.D. must be shown upon request. Individuals must leave their I.D. with the Health & Human Performance Department Secretary or the Facility Coordinator to use University equipment (balls, nets, etc.).

#### 5.4.6 Rothwell Student Center

Meeting rooms and equipment in Rothwell Student Center may be reserved by contacting the Scheduling Office.

#### 5.4.7 Use of University Facilities by Outside Speakers and Organizations

1. Use of University Facilities by Non-University Groups:  
Facilities of the University are primarily for University purposes of instruction, research and public service; they are not available for unrestricted use by non-university groups. If, in the judgment of a University Department or organization, the meetings or activities of a non-University group will contribute to and serve the University's purposes, University facilities, when available, and subject to necessary routine procedures may at the invitation of or under the sponsorship of a University program area or organization be used.
2. Use of University Facilities by Governmental and Public Educational Groups:  
University facilities may be used by governmental and public educational agencies when they are available subject to necessary routine procedures administered by the Chancellor or his designee.
3. Use of University Facilities by Political Parties or Candidates for Public Office:  
Leaders of political parties and candidates for public offices may hold public meetings on each campus, if facilities are available, and subject to necessary routine procedures administered by the Chancellor or his designee. During any election campaign a University auditorium may be made available for one public meeting on behalf of each recognized candidate for public office. In a general election year, each political party may use a University auditorium for one public meeting on behalf of its candidates for statewide office. State conventions of recognized political parties may also use University facilities. Members of the audience should be given a reasonable opportunity, in appropriate situations, to ask questions at the end of the presentation.
4. Use of University Facilities for Political Solicitations:  
The use of state facilities for the purpose of making or receiving political contributions is strictly prohibited by state law.

Any contract drawn between the University and a non-University group under the above policies shall:

- a. Provide for recovery of costs for such usage to insure that the State will not be required to spend any public funds to accommodate those renting the premises during the period authorized.
- b. Note that authorized use of facilities does not in any way constitute University or State endorsement of the using organization, its views or objectives, nor program content.
- c. Be limited to uses that do not interfere with primary University uses for which the facilities were intended.

5. Use of University Facilities for Programs Which May Include Religious Topics:

Chancellors or their designees may authorize registered student groups, official campus committees and outside groups under terms of this policy to sponsor programs which include religious topics in University facilities, and use of such facilities may be granted for the purpose of conducting religious worship services, which must be primarily for University students, faculty and staff, provided such services shall not be conducted on a regular or continuous basis.

## 5.5 FOOD

Staff should only commit to providing food items at University functions after contacting the Business Office. The UW-System policy regarding when food items may be provided, together with the compliance procedures, can be found on the Web at <http://www.uwsa.edu/fadmin/meetguid/> or by contacting the Business office. Staff should not commit to providing food items without first obtaining this information. Staff who commit to unauthorized food provisions will be held personally responsible for the expense.

## 5.6 PRIVATE FUND RAISING POLICY

All fund development, membership or sponsorship activities at the University of Wisconsin-Superior will be coordinated through the Office of University Advancement to ensure that the University and its donors are satisfying Internal Revenue Service and UW System policies. Prior to any fund raising activities, contact the Office of University Advancement for a copy of Fund Development Procedures.

Gifts offered with special restrictions or designated to initiate a new program, scholarship or research fund must be discussed with the Assistant Chancellor for University Advancement. Only the Chancellor may accept such gifts for the University.

Gifts of equipment, property and other capital items must also meet approval of the Department Chair and the Assistant Chancellor for University Advancement. These items must be reported to the Board of Regents. (NOTE: Please report any equipment purchased individually for a department and meant as University property. These items are tax-deductible and should be reported to the University.)

All gifts from private sources for the University, the University's Departments or for University activities must be reported to the Assistant Chancellor for University Advancement.

No fund monies will be approved for purposes that personally benefit or are for the personal use of individuals except as part of an award, recognition program or event formally recognized by either the University or the Foundation for teaching excellence awards, scholarships and donor recognition programs.

## 5.7 WISCONSIN OPEN MEETINGS LAW

Chapter 426 (Laws of 1975) requires that meetings of governmental bodies shall, with certain narrowly defined exceptions, be open to the public. The purpose of the law to open the decision-making process in all governmental agencies to public scrutiny. In order to comply with this law, the following guidelines are now in effect:

- 1.0 The term "governmental bodies" includes, but is not limited to, universities, colleges, schools, Departments (or their functional equivalents), and committees created by or pursuant to rules and regulations of the Board of Regents.
- 1.1 Accordingly, all meetings of the University, its Departments, the graduate faculty, the Graduate Council, the Faculty Senate, the Academic Staff Senate, the University Student Senate, and all councils and committees responsible to any of the above shall be open to the public.
- 1.2 "Meeting" means the convening of a governmental body including, but not limited to, those enumerated in 1.1, in a session such that the body is vested with authority, power, duties, or responsibilities not vested in the individual members; this would include meetings at which decisions could be made, or formal recommendations made to the administration for possible action, but would not include staff meetings which are advisory and consultative in nature.
- 1.3 An "open session" means the meeting which is held in a place reasonably accessible to members of the public, which is open to all citizens at all times, and which has received public notice; for purposes of compliance, all open meetings will be held in appropriate University facilities after proper notice has been given.

- 1.4 A "closed meeting or session" is defined as any meeting that is not an open session.
- 2.0 Notice of meetings of University-related bodies shall be given as provided below:
- a. By publication in the UW-Superior University Bulletin; notices shall be posted on bulletin boards generally observed by students and staff in the Rothwell Student Center and Old Main; notices of meetings shall also be made available to the news media provided a written request for such notice has been filed with the Office of the Chancellor.
  - b. In the event that the notice required by 2.0 a. is not possible, because of the emergency nature of the meeting or for other good and sufficient reason, notice of the meeting shall be posted at least 24 hours in advance of the proposed meeting on bulletin boards specified in 2.0 a.
  - c. Departments are exempt from the notice requirements except that they shall provide notice that is "reasonably likely to apprise interested persons, and news media who have filed written requests for such notice." UW-System Legal Counsel interprets this to mean that a general notice in a University publication or a posted bulletin board notice will meet the test and that news media filing written requests would have to specify particular Departments or meetings for which they desire notice. Consequently, Departmental meeting notices will continue to be published in the University Bulletin.
  - d. Every public notice of a meeting of a governmental body shall set forth the time, date, place and subject matter of the meeting, including that intended for consideration at any contemplated closed session, in such form as is reasonably likely to apprise members of the public and the news media thereof.
  - e. Separate public notice shall be given for each meeting of a governmental body at a time and date reasonably proximate to the time and date of the meeting by use of the designated official meeting notice boards in Old Main and Rothwell Student Center. It shall be the responsibility of the person calling such a meeting to see to it that the required notice is posted.
- 2.1 "**Closed meetings**" or sessions of University-related bodies may be held under the following circumstances:
- a. To deliberate after a judicial or quasi-judicial trial or hearing.
  - b. To consider employment, dismissal, retention, non-retention, tenure, promotion, compensation or discipline of any public employee.
  - c. To investigate charges against any public employee, unless an open meeting is requested by the employee or person charged, investigated, or otherwise under discussion.
  - d. To discuss financial, medical, social, or personal histories and disciplinary data which may unduly damage reputations.
  - e. To conduct public business which, for competitive or bargaining reasons, requires closed sessions.
- 2.2 A faculty member being considered for tenure must be given notice of any "evidentiary hearing" which may be held prior to final action and of any meeting at which final action may be taken. That notice must contain a statement that the person has the right to demand that the evidentiary hearing or meeting be held in open session, the exemption to the open meeting law is no longer available. This means that the deliberations, voting and evidentiary portions affecting that person requesting an open session must all be done in open session.
- 2.3 If it becomes appropriate for an open meeting to go into closed session, the Chair announces that the body is going into closed session and indicates the nature of the business which is to be conducted in such closed session; no other business can properly be conducted in such closed session; an open meeting which goes into closed session shall not subsequently reconvene into an open session within a twelve-hour period unless public notice of such subsequent open session was given at the same time and in the same manner as the public notice of the initial open meeting.
- 2.4 In cases where a Department or other body, meeting as a sub-unit of that Department or body, wishes to exclude some of its members for certain purposes, as for example, to exclude instructors from

consideration of promotion recommendations, that Department or body should adopt a specific rule on such matter and this rule should be known to all members of such Department or body.

- 3.0 Secret ballots may not be taken by anybody at any meeting, open or closed, except for the election of the officers of such body.
- 3.1 Any member of the body may require that a vote be taken in such manner that the vote of each member may be ascertained and recorded.
- 3.2 The motions and roll call votes of each meeting of a governmental body shall be recorded, preserved, and open to public inspection.
- 4.1 Any violations of the Wisconsin Open Meetings Law (Subchapter IV of Chapter 19), which these guidelines implement, subjects those knowingly participating in such violations, to forfeitures of \$25 to \$300 for each violation.
- 4.2 No member of a governmental body is liable on account of attendance at a meeting held in violation of the law if he/she makes or votes in favor of a motion to prevent the violation from occurring, or if, before the violation occurs, his/her votes on all relevant motions were inconsistent with all those circumstances which cause the violation.

## **5.8 NOTARY PUBLIC**

Notary Public services are available for faculty, staff and students at several locations on campus: Human Resources Office, the Office of Enrollment Services, the Bookstore, the Cashier's Office, Jim Dan Hill Library, and the Campus Welcome Center.

## **5.9 REQUISITIONS**

Purchase of supplies, services and equipment must be made according to the policy on the competitive bidding process established by the Bureau of Procurement to assure quality acquisition of commodities and services at the lowest possible prices. Copies of "Procurement Procedures," which outline this policy, are available from the Purchasing Office.

Department chairs or directors desiring to purchase any commodity or service should submit an approved Purchase Requisition to the Purchasing Office. This requisition should supply all information that is necessary in order to secure the proper purchase. When permissible, the Procard may be used to acquire goods to \$5000.

Bills for goods and services cannot be paid by the State of Wisconsin unless an official purchase order has preceded such purchase. An individual who requests a commodity or service from a vendor in behalf of the University, without the purchase order, is personally liable for costs thus incurred.

A Request for Contractual Services approval must be processed prior to seeking bids for Contractual Services. "Requests for Contractual Services" forms are available in the Purchasing Office.

## **5.10 DISPOSAL AND ACQUISITION OF SURPLUS PROPERTY**

State owned material or equipment which is held/used by one Department may be transferred with or without charge to another Department on campus with the knowledge and consent of the Department Chairs or Directors involved. If such property is capital equipment, its transfer must be reported to the Purchasing Office for Inventory Control.

If surplus is to be transferred to an off-campus agency, institution, or individual, the Purchasing Agent must first declare such material surplus to the Wisconsin Department of Administration, stating age, condition, and current value. The D.O.A. will determine the method of disposal by either offering the material to all State agencies interested or by authorizing UW-Superior to dispose of the material. No state owned property may be transferred to a private individual without cost.

Standard purchasing procedures are to be followed in acquiring surplus property from another State agency or from the Federal Surplus Property Depots. However, the bidding process need not be used for these acquisitions.

### 5.11 WORK ORDERS

To request Facilities Management work, including moving of equipment and furniture, a Work Order Form must be submitted to Facilities Management. Work orders, which will result in a chargeback to the Department, must be approved by the Department Chair or Director before being submitted to Facilities Management. The following is a comprehensive list of services that will result in a chargeback to the Department:

1. Repairs, refinishing, servicing, and reupholstering of furniture and equipment for which Departments are responsible. This includes office furniture and equipment and any other special hardware or apparatus and excludes classroom and general use furniture and equipment not assignable to any Department.
2. Maintenance of science and art laboratory tables and hardware. Maintenance of environmental chambers, freezers, refrigerators, icemakers, water softeners, deionizer and stills.
3. Installation of laboratory apparatus, special laboratory plumbing, and special electrical requirements.
4. Maintenance and installation of Departmental kitchen equipment, appliances, and other Department owned apparatus.
5. Key cutting (except for initial supply of keys) and re-keying of functionally sound locks.
6. Replacement of carpeting installed by Departments.
7. Replacement of carpeting supplied with the building, other than for wear.
8. Installation of automatic door closers by Departments where none exist.
9. Installation and repair of office and desk signs, pictures, projection screens and tack boards in offices.
10. Installation of chalkboards and mirrors in offices.
11. Any change, renovation, or remodeling in the building structure or in its hardware or its mechanical or electrical systems when requested by a Department.
12. Special Department requests for painting of rooms more frequently than the institution's schedule. (This includes classrooms, labs, hallways, offices, Department rooms, and general use areas.)
13. Replacement of glass in doors, windows, or partition walls when the present glass is functionally sound; i.e., change clear partition glass to frosted glass.
14. Remodeling and/or installation of shelving, cabinets, and furniture, and relocation of these items when requested by the Department.
15. Changing window treatment supplied with the building other than for wear (e.g., changing from shades to draperies).

### 5.12 RISK MANAGEMENT

The Risk Manager is responsible for liability and safety concerns related to University facilities, grounds, activities, equipment, vehicles, and contracts with outside agencies.

### 5.13 CAMPUS SAFETY

Security is the responsibility of the Department of Campus Safety, which enforces University regulations, civil and state laws and regulations pertaining to safety.

Lost and Found articles are handled by Campus Safety and Rothwell Student Center. Any lost article should be reported to Campus Safety and the person suffering the loss should check back for at least two weeks. Every effort will be made to identify and return all found property to its owner. Persons finding articles are urged to turn them in to Campus Safety immediately.

### 5.14 IDENTIFICATION CARDS

Identification cards are available from the Rothwell Student Center Information Desk for all staff members for the purpose of identification, the University Library and Media Resources, and for admission to various University activities. When a staff member leaves the employ of the University, the identification card is turned in to the Human Resources Office.

### 5.15 SMOKING REGULATIONS

This policy seeks to find a balance, which protects the non-smoker and accommodates the smoker to the degree consistent with health and safety of non-smokers. All conflicts between health and accommodation must be resolved in favor of health.

1. All buildings are smoke free except in designated areas in Residence Halls. Smoking is allowed at designated entryways to buildings.

2. Health and Support for Current Smokers

The Health Services Committee, supported by other appropriate committees and/or offices, shall create and sustain an ongoing smoke-cessation program for all members of the university community who wish to take advantage of it. The program should be at no-cost, or at low-cost, to participants.

3. Penalties for Violation of Smoking Policy

- a. Failure to comply with requests to extinguish smoking materials and/or repeated violations of this policy constitute serious and intentional behavior. Those who violate this policy may be issued a citation and will be liable for a fine.
- b. Reports of violations of this policy shall be made to the Office of Campus Safety.

4. Implementation

- a. Smoke free buildings will have appropriate signage at entrances.
- b. Individuals who smoke outside should do so only at designated areas and should properly dispose of their tobacco waste.
- c. Appropriate governmental and university laws and rules will be utilized to enforce the policy. (State Statute (Clean Air Act) 101. 123; System Policy UWS 18.06 and 18.07.)

### 5.16 TRAVEL REGULATIONS

Uniform guidelines have been established by the UW-System which govern employee travel at University expense. See UW System Policy Paper #36 available on the Web at <http://www.uwsa.edu/fadmin/fppp/fppp36.htm> and all Department Chair offices. Any questions not answered by these sources may be referred to the Business Office.

#### 5.16.1 UW-Superior Travel Procedures

Travel Expense Report:

Upon return to campus, the staff member who wishes to be reimbursed for travel expenses must complete the Travel Expense Report and submit it together with all necessary receipts to the Department Chair or Director for processing.

Staff members who attend conferences or conventions must submit the published brochure or agenda with their Travel Expense Report in order to meet the requirements of the Bureau of Finance.

#### 5.16.2 Procedure for Reservation and use of University Vehicles

To reserve a University vehicle for official use, the following procedure must be employed:

Complete and transmit the Vehicle Request form located on the Web by accessing:

<http://www.uwsuper.edu/admin/carfleet/fleet.htm>

The individual requesting the vehicle will be notified by the University garage dispatcher of vehicle availability. In instances where no University vehicle is available, a certificate of nonavailability may be obtained from the garage via e-mail or from the Business Office.

All requests for University vehicles must include the date and hour of departure and return and the number of travelers. Because of the limited number of vehicles in the fleet, failure to return the vehicle at the appointed time will deny its availability to others on the reservation schedule.

The University garage is open from 6:00 a.m to 4:30 p.m. Monday through Friday. If at all possible, vehicles should be picked up during these hours and returned as soon as possible. When the garage is not open, individuals wishing to pick up a vehicle should call University Public Safety to gain entrance to the parking lot and obtain the vehicle keys. Vehicles returned after 4:30 p.m. should be parked in the designated spaces facing the Service Center and the gate locked upon leaving. A key to the gate padlock is located on the key ring with the vehicle keys. Keys should be deposited in the drop box slot in the motor pool door.

The person requesting the vehicle is responsible for its care and servicing while traveling. Any vehicle failure, damage, mechanical fault or undesirable operating condition must be reported in the space provided on the request form.

The use of safety belts is required in all University vehicles. Smoking is prohibited in all vehicles. Further instructions are available in the vehicle.

### **5.16.3 Accidents, Car Trouble, Fuel Purchase**

Information about accidents, car trouble, fuel purchase, etc. are available from the Fleet Vehicle Manager as well as in each vehicle.

### **5.16.4 Who Can Use a State Vehicle**

Only State officers and employees are authorized to drive State vehicles, unless the driver is unable to drive for reasons of health or safety. Exceptions may be made for University students and other agents of the State, but must be approved on a case-by-case basis.

Persons driving the university 15-passenger vans must possess a valid permit for the type and class of vehicle to be driven. If you have any questions concerning the vehicle which are not covered above, call either the University Garage (715) 394-8248.

### **5.16.5 Credit Card**

A credit card is available to qualified employees who travel on University business. Employees do not pay an annual fee. Travel reimbursement will be handled in the normal manner.

Employees will be required to turn in their credit cards when they leave University service. For further information, contact the Business Office.

## **5.17 WELCOME CENTER SERVICES**

Campus information, parking, and key services are available at the Campus Welcome Center located at the corner of Belknap and Catlin.

### **5.17.1 Parking Permits**

All vehicles parked in UW-Superior parking lots (unless at a meter) must display a valid parking permit for that lot. Parking permits are not valid in metered stalls or on city streets posted "Permit Parking Only". Parking areas are identified by signs posted at their entrances. The signs state restrictions and other appropriate information.

A temporary permit must be secured as soon as the vehicle arrives on campus. Persons arriving on campus over the weekend/holiday or after regular business hours must secure a permit or contact the Campus Welcome Center immediately after the office has opened for normal business hours.

Visitors and guests are encouraged to park at the meters whenever possible. If metered space is unavailable, visitors and guests can obtain a temporary permit from the Campus Welcome Center for a nominal fee.

Convenient parking stalls are posted for use by vehicles which display a disabled license plate or identification card issued by the State of Wisconsin in accordance with section 343.51 of the Wisconsin Statutes.

### 5.17.2 Parking Regulations

All vehicles on university property are subject to University parking regulations. All vehicles parked in UW-Superior parking lots (unless at a meter) must display a valid parking permit for that lot.

Permit and metered parking is enforced from 8:00 AM to 6:00 PM Monday through Friday unless otherwise posted. Reserved spaces are enforced from 7:00 AM to 7:15 PM unless otherwise posted. Some permit areas are enforced 24 hours, 7 days a week, including holidays, and when school is not in session. All other regulations are continuously enforced.

The right is reserved to close any parking area for University purposes. Advanced notice will be given whenever practical.

The University assumes no liability for loss or damage to any vehicle or contents thereof while parked in any University lot.

#### 5.17.2.1 Parking Lot Designations

Vehicles with student permits may park only in lots designated for students (green lots).

Only vehicles with staff permits may be parked in staff lots (red lots).

Visitor and guest temporary permits entitle them to park in the lots designated by the permit color.

The following types of parking are prohibited:

- Parking outside of lines painted to designate proper spacing.
- Parking so as to block another vehicle.
- Double parking.
- Parking without a permit in any space other than a pay meter.
- Parking so as to block access to any University Buildings.
- Parking more than 24 hours in staff lots without prior approval.
- Parking without time showing on the meter.
- Parking on sidewalks, grass, sodded areas or where prohibited by signs and curb markings.
- Parking in no parking zones, loading zones, fire lanes, or in a manner which obstructs traffic or pedestrians.
- Parking of recreational vehicles, campers, trailers or other forms of mobile living quarters.

#### 5.17.2.2 Special Parking Regulations

Long-Term Parking: Special permission must be obtained from the Campus Welcome Center to:

- Park a vehicle in a University lot over a holiday or break period.
- Park a vehicle in a staff lot for more than 24 hours.
- Park a vehicle in any lot without regularly moving it.
- Park a vehicle that is not in mobile condition because of damage or mechanical problems.

Failure to obtain the required permission may result in the vehicle being towed at the owner's expense.

#### 5.17.2.3 Snow Plowing

Vehicles parked in any lot from November 1 - May 1 must be moved to a different space every 48 hours so as not to impede snow removal.

Cars may not be parked within 50 feet of snow piled for removal.

#### 5.17.2.4 Towing

The University reserves the right to remove motor vehicles at the owner's expense for any of, but not limited to, the following:

- Vehicles incurring three or more unpaid parking citations.
- Vehicles parked in reserved spaces.
- Vehicles parked in disabled spaces without the proper identification.
- Vehicles parked in no parking areas which are impeding traffic or pedestrians.

Vehicles that pose hazards such as leaking gas or impede necessary maintenance such as snow removal or repaving.

Vehicles that are not displaying a current registration plate and have their vehicle identification number covered.

Vehicles that are displaying a permit that has been reported lost, stolen or altered.

#### **5.17.2.5 Appeals**

Persons who have received a citation may file a written appeal within three (3) days from the date of the citation. Details and forms are available at the Campus Welcome Center.

#### **5.17.3 Keys**

Keys may be obtained from the Campus Welcome Center by submitting a key authorization card signed by the appropriate supervisor. Inquiries in regard to keys should be directed to the Key Manager.

According to Key Policy, lost or stolen University keys must be reported immediately to the Key Control Manager. An individual may be assessed from \$25 to \$500 per lost or stolen key, depending on the type of key.